

# APPENDIX 2: SUGGESTED AGENDA – INITIAL MEETING WITH MIGRANT AND REFUGEE PARENTS

**Time: 2 hours**

## 1. Welcome to the school

### 2. Meeting introduction

- Introduce names and roles of staff, and ask parents' names.
- Discuss the purpose of the meeting and issues planned for the day. Let everyone know they can ask questions at any stage and explain how you will use interpreters. Talk about why you want to explore parental involvement in the school and thank parents for coming, reassuring them that the meeting is about forming positive relationships. Talk about the stigma parents can feel in attending the school, and how great it is they have come despite this possibility and their busy lives.

### 3. First group discussion

- How are parents involved in schools in your home country, or other countries where you've lived? Why would you visit the school in your home country?
- How have you been involved with schools in Australia? Are they the same?
- Facilitator to seek input from parents and write raised issues on the whiteboard.

### 4. The education system in Australia

- Some things you might expect in Australian schools.
- Presentation: Comparing Australian education system with the system in parents' country of origin.

### 5. Morning tea break

### 6. Second group discussion

- How could we help your children improve their participation at school?
- Are there any barriers we can help you overcome?
- Write issues on the whiteboard.

### 7. Consultation

- What issues would you be interested in discussing in the future?
- Read out a list of topics they may be interested in. To prioritise the most important issues, ask for a show of hands if they are interested in the suggested topics. Seek any other suggestions.

### 8. Evaluation

- What is something you thought was good about today?
- Is there anything you suggest we change for next time?

### 9. Closing comments

Thank parents for the time they have set aside and their input. Discuss date and time of next meeting after consultation with parents. Ask if anyone would be willing to be a contact person to help with ideas about the next meeting. Encourage parents to spread the word and bring other families they know to the next meeting.